

VISITING FLAG QUARTERS JOB OPPORTUNITY COMPETITIVE VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: 04-10-1342

POSITION: VISITING FLAG QUARTERS DIRECTOR, NF-1101-05

SALARY: \$60,000-\$70,000 per year (Regular Full Time)

OPENING DATE: 25 OCTOBER 2004

CLOSING DATE: UNTIL FILLED

LOCATION: VISITING FLAG QUARTERS, WASHINGTON NAVY YARD

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Washington Navy Yard, Washington, D.C.*

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for all management, operation and administration of the VFQ. Serves as personal representative of the CNO and Commandant, NDW for all guests of the VFQ. Coordinates with foreign embassies, all branches of US military, Office of Secretary of Defense, CNO's Foreign Liaison Office and various protocol offices to ensure adherence to applicable customs and practices in all foreign visits by anticipating special requirements and carefully planning all details necessary to accommodate special request. Plans, executes and supervises all aspects of social functions that are held to honor and entertain distinguished visitors. The prestige of and high-level interest in the visitor, as well as the diplomatic and public relations ramifications of these visits, demand that all problems and difficulties be properly and immediately resolved. Other duties include supervision of the VFQ staff, both military and civilian, APF, NAF and contractor), develop and control APF and NAF budgets and expenditures, facility maintenance, health and safety, food and beverage control, asset inventory and security.

QUALIFICATIONS:

Exceptional customer service is paramount in this position. Must understand hotel management and food service (or closely related fields) operations and have a working knowledge of the property management system. Must have knowledge of military structure, rank, and customs of guests and Naval Personnel working within the VFQ organization. Must have working knowledge of Navy regulations and personnel policies. Must possess basic math and reading skills and communicate clearly and effectively, both verbally and in writing. Must exercise tact, diplomacy and initiative.

HOW TO APPLY: PLEASE VISIT OUR WEB PAGE AT: WWW.MWR.NAVY.MIL to find a sample resume format, to obtain a copy of the required PERS-65 Additional Data Sheet and information on Spouse Preference. Send your resume or SF 171/OF 612 and the PERS-65 additional data sheet to: Navy Personnel Command, Morale, Welfare and Recreation Division (PERS-653), 5720 Integrity Drive, Millington, TN 38055-6530 or Fax to (901) 874-6844 or email to: Pers653Recruitment@BUPERS.Navy.mil

Direct inquiries to (901) 874-4876 or DSN 882-4876 or email them to:
Pers653Recruitment@BUPERS.Navy.mil

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call (901) 874-4876 or DSN 882-4876 or email them to: sandy.new@persnet.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.